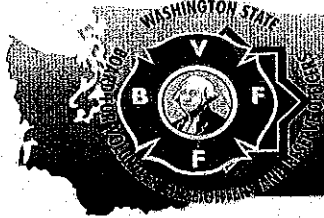


**BRIGETTE K. SMITH**  
Executive Secretary



**KEN BOAD**  
Board Chair

**STATE OF WASHINGTON**  
**BOARD FOR VOLUNTEER FIREFIGHTERS & RESERVE OFFICERS**

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October 16, 2009

The 220th regular meeting of the Board for Volunteer Firefighters and Reserve Officers was convened at 9:00 A.M. in Suite #112 in the James R. Larson Forum Building by Chair Ken Boad, with Board Member Jay Hughes, Board Member Mark Watenpaugh, Board Member Martin Spani, Board Member Miland Walling, Retired Board Chair Ron Ayres, Associate Pension Actuary Chris Jasperson, Actuarial Assistant Michael Harbour, Executive Secretary Brigitte Smith, Confidential Secretary Tracy Thornburg, Pension and Payroll Specialist Irene Keiffer, and Claims Analyst Julie Foreman present.

The Board reviewed the June 12, 2009, regular meeting minutes, and the August 21, 2009 Special Meeting Minutes. It was moved by Spani, seconded by Hughes and carried that the minutes be approved with a correction of a typo to Member Hughes' name.

The agenda was reviewed and item number three under Old Business was moved to the number one item to accommodate the visitors.

**FIRST HEARING OF THE PUBLIC**

No public wished to address the Board.

**OLD BUSINESS**

Associate Pension Actuary Chris Jasperson and Assistant Actuary Michael Harbour distributed copies of the 2008 BVFF & RO Actuarial Valuation to all Board Members. They explained that the Actuary's Office changed the model they use to value the liabilities. In the past, they calculated that members with 25 payments would continue to make payments as long as they were active. With this valuation, they changed that to more accurately reflect the future contribution rates. They also talked to the Board about the upcoming relief valuation and some of the impacts that that valuation may have on the pension valuation. Once the relief valuation is completed, the Board may need to look at the disability fees that are being charged, because the relief portion of our act is currently living off of our pension interest.

Finally, Mr. Jasperson talked about the large cash balance that is currently in the Treasury. The Board discussed the issues, and it was moved by Watenpaugh, seconded by Spani, and carried, that the Board suspend any further transfers to the Treasury until the Board is able to meet with a representative of the State Investment Board. Chair Boad directed Secretary Smith to consult with the Board's Assistant Attorney General, Kyle Crews, and see if there could be any potential problems in calling a special meeting on November 20, 2009 at 9:00 am, which is an hour before the hearing regarding the pension tables. If there is no conflict, Secretary Smith was told to set the meeting and publish it on our website.

At 10:20, Mr. Jasperson and Mr. Harbour left the meeting. Chair Boad called for a short recess until 10:25.

The Board reviewed the administrative volunteer committee's recommendations regarding the coverage of "Support Volunteers" by the BVFF & RO. They commended the committee for their hard work and it was moved by Walling, seconded by Hughes, and carried that Secretary Smith be directed to forward the recommendations on to AAG Kyle Crews for his review. The Board did ask whether the committee was planning on surveying departments to try to ascertain how many additional people would be added to the BVFF & RO system under the proposed system. Secretary Smith said that the committee was working on developing a survey, and that the Chief's Association had agreed that they could "host" the survey.

Secretary Smith informed the Board that the new database is in production and is being used by the staff. There are some elements of the new system that are still in development, and there are some anomalies with the existing database that are being identified and corrected. The full system is scheduled to be completed by October 31, 2009. Secretary Smith explained that the developer's contract has been reduced to help cover most of the overage costs from the last couple of months. As the system has been in use, however, it has become apparent that some business practices will have to change to accommodate the new system. The largest that has been identified to date is a problem with accepting individual member checks. Because the departments can log in and enter remittance forms at any time, and send the money at a later date, the system automatically applies any payments received to the oldest remittance form. While this will not pose a problem for the majority of the transactions, it is a problem for individual checks for pension payments. For example, a department could go in on the first of the month and enter a remittance form for two new members (2 disability payments for a total of \$60). A week later, they could enter a remittance form for a 30/30 split pension payment and send their \$30 check, and a member's \$30 check. Since the first remittance for disability fees is still outstanding, the payment would post against that remittance, since it is oldest. Secretary Smith said that the staff will be able to print auto-generated letters to all departments that have remittance forms without payment more than 30 days overdue. In addition, the developer is working on an account statement that the staff can send to departments once a month so they can see the movement of payments in the system. However, the individual member checks will continue to be problematic. It was moved by Spani, seconded by Hughes, and carried that the Board set a policy that it can only accept checks for fees from departments and that individual checks will be returned. Secretary Smith was directed to inform departments of the new policy in the letters that are sent to departments about fees.

The Board also discussed the timetable for the release of the new database to departments and members. Secretary Smith stated that the system would not be fully functional until October 31<sup>st</sup>. The staff would need to become familiar with the system and identify any outstanding anomalies throughout November. It is her goal to train a pilot cadre of about 10 departments in the Thurston County area to use the system in December and have them use it to report their annual fees. Since the staff's busy season is from January through April, the agency wouldn't have the staff available to roll out the new system to the other departments until May. Hopefully, by the end of 2010, most departments that wanted training would have had the opportunity to take it so that they could use the new system for the 2011 reporting. Secretary Smith said that she and the staff had identified that this year would be problematic for reporting members, so they had worked on a temporary "band aid" to help the departments. They asked their maintenance contractor for the access database to develop a report that would query the database and auto fill in a remittance form for them with all of the necessary data. They would just need to fill in the end dates for members that left that weren't reported, or add members that entered the departments after October 31. Ms. Smith shared a copy of what the report looked like to the members of the Board.

Secretary Smith was asked to talk with the Board regarding the training required under WAC 491-03 as it applies to members that are career staff in one department and volunteer in another. After much discussion, it was moved by Hughes, seconded by Watenpaugh, and carried that departments in which a member volunteers could accept written training records from a department in which a member works as a career firefighter or EMS provider to count toward the WAC 491-03 training requirement. However, departments would not be required to accept those training records and could require volunteer training of all their members.

The Board reviewed the CR-102 that was submitted by Secretary Smith regarding the pension tables that were updated using the results of the new Actuarial Experience Study.

The Board asked Ron Ayres to come forward to be recognized for his dedicated years of service and accomplishments for the Board and the volunteer firefighters and reserve officers throughout the state. While on the Board, the monthly retirement increased from \$225 a month to \$300, the daily disability compensation rate increased from \$85 per day to \$110, reserve officers were allowed to participate in the relief program, the pop-up provision was added, and a vocational rehabilitation benefit was added to the RCW. Secretary Smith thanked Chair Ayres for all of his accomplishments and the leadership he provided throughout the years. She stated that his leaving was especially poignant for her, since he was the last of the original Board members that were present when she was hired. In recognition of all that Chair Ayres did for the fire service, Secretary Smith presented him with a plaque of appreciation and an atomic wrist watch with the BVFF logo that thanked him for the time. Chair Ayres stated that he was really going to miss being on the Board and that he thought very highly of the staff. He wished Chair Board luck and told him that he knew the Board would continue to do great things.

## NEW BUSINESS

The Board reviewed a request to allow Mike Whittaker, Jefferson Co. FPD #2, to make up his 1993 pension payment. The Board reviewed a copy of the money order carbon that was dated in 1993 and supported his claim that he paid the money to the district, but that the money had not been forwarded on to the BVFF. It was moved by Watenpaugh, seconded by Hughes, and carried, that the documentation submitted was sufficient to prove that Firefighter Whittaker had made his 1993 payment to the district. However, since there was no documentation that the money order had been cashed, Secretary Smith was directed to bill Firefighter Whittaker for his 1993 member portion, and the district be billed for their \$30 portion, plus the statutory interest.

The Board reviewed a request for additional service for the years 1984 and 1985 for Jim and Jean Vernon, Okanogan Co. FPD #11. After reviewing the evidence for both, it was moved by Spani, seconded by Walling, and carried, that Firefighters Jim and Jean Vernon be granted service from August 16, 1984 through December 31, 1985. Secretary Smith was directed to bill the firefighters and the department for their fees, plus the statutory interest.

The Board reviewed a request for additional service for the years 1986 and 1987 for Dave Leonard, Chelan Co. FPD #9. After reviewing all of the documentation provided, it was moved by Watenpaugh, but not seconded to grant service from January 1, 1987. After further discussion, several Board members expressed concern that the earliest remittance form that the BVFF has on file for Chelan #9 was in 1988. If, in fact, there was a department in 1987 and Mr. Leonard was a part of it, there must have been other firefighters who were also in the department. By law, all departments are required to report their members to the BVFF. The members felt that they could not grant Mr. Leonard credit without proving that a department existed, and therefore all members were required to have been reported. If they approved service for one, they would have to prove it for all. As a result, it was moved by Spani, seconded by Hughes, and carried, that Secretary Smith be directed to contact the district and ask that they provide a complete list of all firefighters that were active with the department in 1987 before giving further consideration to Firefighter Leonard's request.

The Board reviewed a request for additional service for the years 1984 through 1987 for John Horsmon, Whatcom Co. FPD #14. Secretary Smith stated that she was able to search the Board's records and found where Firefighter Horsmon was reported in 1984. After reviewing the documentation provided for 1985 through 1987, it was moved by Watenpaugh, seconded by Spani, and carried that the documentation provided was sufficient to prove service for Firefighter Horsmon from January 1, 1985 through December 31, 1987. Secretary Smith was directed to bill Mr. Horsmon and the department for the fees, plus the statutory interest.

The Board reviewed a request for additional service for the year 1985 for Donald Roosma, Whatcom Co. FPD #7. After reviewing the evidence, it was moved by Hughes, seconded by Spani, and carried that the documentation was insufficient to prove that Firefighter Roosma had additional service in 1985. Secretary Smith was directed to contact Firefighter Roosma and request additional documentation.

The Board reviewed the results of the IT Security Audit that was completed August 11, 2009. The agency is required to have an audit every three years. There were no negative findings in the audit, and the auditor found the BVFF to be in full compliance with all state rules and guidelines regarding IT security.

The Board reviewed the following contract extensions entered into by Secretary Smith:

- Technology Solutions Group to provide project management for the database project
- Case Associates to provide quality assurance for the database project
- Brewer Consulting to develop the new database

The Board reviewed the results of the Actuarial Survey and determined that the 2010 fees for EMSO's and Reserve Officers should be \$135 for the pension fee (\$30 member fee + \$105 municipality fee) and \$145 for the disability fee.

The Board discussed the meeting dates for 2009. The Board felt it had been good to meet more frequently, but with budget considerations, several Board members said it might be better to return to four meetings a year. If any urgent business came up, the Board Chair had the discretion to call special meetings. The 2010 Board Meeting dates were set for February 19, April 16, July 16, and October 15.

The Board reviewed the annual survey results. Secretary Smith was happy to report that 94% of all respondents rated our service as above average to excellent. While these are great results, they are down a little from past years. It is her feeling that some of that is a result of the recent WAC reaction. Some of the comments were:

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- "Keep up the good work"
- "Julie is very helpful and courteous"
- "Great service"
- "You ladies are wonderful. Always very helpful. And it is terrific to call your office and always receive help from one of you."

The Board reviewed Secretary Smith's leave and pay records.

The Board reviewed and approved (Hughes moved, Spani seconded) the administrative expenditure vouchers numbered (1978-2052) and various travel vouchers.

There was a motion by Watenpaugh, seconded by Hughes, and carried that the retirement pensions and lump-sum settlements listed below be approved effective on the listed dates (Boad abstained from the vote on Cheryl Swearingen's papers because of potential conflicts, Hughes abstained from the vote on Keith Reilly's papers because of potential conflicts, and Watenpaugh abstained from the vote on Jerry Nicholson's papers because of potential conflicts).

		<u>Date</u>	<u>Effective Amount</u>
Anderson, Faith	Grant #7	8/03/09	3,080.55 Lump
Anderson, William	Grant #7	6/07/09	180.00 @ age 60
Baler, Douglas B.	San Juan #5	9/01/09	228.00 @ age 62
Benz, Gary	King #46	7/23/09	73.50
Bise, Rodney	Grand Coulee	6/13/09	228.00 @ age 62
Blankenship, Albert E.	King #35	9/22/08	3,080.55 Lump
Booth, Robert T.	Thurston #1	9/27/09	228.00 @ age 62
Bowman, Katherine	Eatonville	8/10/09	112.50 @ age 60
Brooks, Robin (Thomas)	King #45	5/10/09 SURV	2,484.36 Lump
Busch, Richard	Kittitas Valley	8/16/09	300.00
Calhoun, Randall	Port Orchard	7/10/09	1,951.72 Lump
Carlson, Alfred	Skagit #15	8/01/09	260.00
Chumley, Don L.	Whatcom #4	9/04/09	3,960.70 Lump
Davidson, Daniel L.	Electric City	7/19/09	300.00
Davis, James E.	Douglas #7	7/08/09	2,484.01 Lump
Delgado, Jose	Westport	1/01/09	5,090.97 Lump
Doty, Harry L.	Pierce #20	5/22/09 J/S	253.20
Eelkema, James	Oak Harbor	8/20/07	228.00 @ age 62
Enault, Leonard E.	Yakima #3	9/01/09	84.00
Engelson, James J.	Okanogan #3	5/24/09	193.20 @ age 63
Friend, Gary	Skagit #4	8/01/09	300.00
Gavin, John A.	Clallam #3	6/03/09	59.50
Glessner, Ward	Douglas #5	7/23/09 J/S	261.00
Gomes, Jeffry A.	Cashmere	12/17/9 J/S	253.20
Green, Larry	King #10	9/07/09	66.50
Harris, Roger D.	Spokane #8	7/01/09 J/S	114.06 @ age 62
Hartzell, Gary L.	Lewis #5	1/01/09 J/S	219.75
Haven, Allan	Central Whidbey	10/28/9 J/S	261.00
House, Arthur	Klickitat #3	3/05/09	2,860.51 Lump
Jensen, Larry	Enumclaw	7/31/09	228.00 @ age 62
Johnson, Richard E.	Skamania #4	10/11/8	3,520.62 Lump
Jones, Steven W.	Cle Elum	9/12/09	212.80 @ age 62
Jordan, Mary	Douglas #1	9/08/08	5,656.63 Lump
Juneau, Lawrence X.	King #18	8/18/09	66.50
Karg, Rudolph	Stevens #1	9/28/09	4,235.75 Lump
Keller, Marilyn	Lewis #13	6/01/09	300.00
Kilgus, Roger K.	Pierce #5	9/05/09	276.00 @ age 64

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Klingbeil, Randy	Stevens #4	10/18/9 J/S	192.43 @ age 62
Koelzer, Steve	Franklin #4	8/01/09 J/S	159.60
Kriete, John	Lincoln #7	7/22/09 J/S	237.91 @ age 64
Lehmann, Theodore	Skamania #3	5/16/09 QDRO	180.00
Lehman, Darla J.	Skamania #3	5/16/09 QDRO	120.00
Lybecker, Roger S.	Lincoln #6	7/26/09 J/S	258.60
Markhart, Lester	Whatcom #8	6/04/09	70.00
Mattson, David	Klickitat #5	4/15/09	3,300.58 Lump
McCord, Daniel C.	Chelan #8	10/24/8	75.00
McKelvey, Noncie D.	Spokane #10	8/24/09	195.00
Merighi, Bruce G.	Chelan #4	7/07/09	99.00 @ age 60
Miller, Gregory A.	Grant #5	7/03/09	195.00
Montague, David M.	Skagit #13	5/19/09	54.74 @ age 61
Moore, Ann L.	Franklin #2	10/31/9 J/S	237.12
Nedrow, Robert E.	Thurston #7	5/28/08	220.40 @ age 62
Nicholson, Jerry R.	Castle Rock	9/22/09	243.60 @ age 63
Nunnally, Larry E.	Mukilteo	8/16/09	59.50
Panush, Barry	Lewis #13	8/31/09 J/S	196.54 @ age 62
Perkins, Michael D.	Chewelah	6/15/09	228.00 @ age 62
Poche, Raymond A.	King #47	9/02/09 J/S	5,577.70 Lump
Raymond, Kenneth H.	Skagit #5	11/2/09 J/S	257.10
Redman, Martin	King #45	5/01/09 J/S	253.20
Reed, A. Eugene	Grant #3	7/09/09	80.50
Reichert, Gregg	Riverside Fire Auth.	10/9/09	220.40 @ age 62
Relly, Keith	Stevens #7	12/10/8	180.00 @ age 60
Riddle, James	Darrington	1/16/07	125.40 @ age 62
Robert, Mark E.	Yakima #6	7/26/09 J/S	261.00
Ross, Thomas J.	Grays Harbor #15	5/11/09 J/S	171.56 @ age 61
Rudge, Michael	Skagit #11	9/06/08	70.00
Ruiz, George S.	Mount Vernon	10/13/9	180.00 @ age 60
Schell, Gary L.	Grant #5	7/28/09	5,278.52 Lump
Schutte, Ronald A.	Skagit #5	11/21/9 J/S	196.54 @ age 62
Schwab, Roger L.	Yakima #5	9/10/09	156.00 @ age 60
Shodde, Gretchen	Mason #6	12/19/8	3,520.62 Lump
Sims, Michael J.	Mason #4	8/20/09	3,016.30 Lump
Singleton, Patricia (Paul)	Riverside Fire Auth.	8/09/09 SURV	181.85
Spalinger, Susan M.	Clallam #3	10/27/9	142.50 @ age 62
Spears, Thomas W.	Cashmere	6/09/09	300.00
Spencer, Leslie (Randall)	Adams #4	4/20/09 SURV	85.75
Swan, Fred P.	Spokane #3	8/09/07	55.86 @ age 62
Swarat, Steven W.	Cowlitz #2	9/24/06	5,160.62 Lump
Swearingen, Cheryl	Mason #2	9/26/09	2,320.75 Lump
Thomsen, Leroy V.	Douglas #5	7/01/09 J/S	250.80
Tonhelm, William L.	Stanwood	8/07/09	3,016.30 Lump
Townsend, Dean	Skagit #17	8/26/09	3,520.62 Lump
Treinen, Robert H.	Grays Harbor #2	3/20/09	197.20 @ age 61
Von Dem Fange, Henry	Clark Co. Fire	2/24/09	3,660.20 Lump
Waltemate, Steve A.	Pacific #1	8/31/09	228.00 @ age 62
Warthen, Richard L.	Marysville	3/13/09 J/S	192.43 @ age 62
Welch, John J.	Grays Harbor #15	8/18/09	244.20
Whitney, Dean A.	Whatcom #3	7/18/08	61.18 @ age 62
Wlk, Nancy	Maple Valley	3/01/09 SURV	72.91
Wilkins, Nayland J.	Klickitat #14	6/01/09	73.50
Williams, Jack R.	Westport	1/11/10	131.10 @ age 62
Ziesemer, Gary	Thurston #3	8/02/09	4,968.02 Lump

SECOND HEARING OF THE PUBLIC

Ron Ayres just emphasized how much his time on the Board meant to him, and how highly he thought of the staff.

There was a motion by Watenpaugh, seconded by Walling, and carried that the meeting be adjourned at 1:05 p.m.

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Brigette K. Smith, Executive Secretary